

Chief, Management Staff

2 May 1956

Chief, Records Management Staff

Weekly Report - Week Ending 2 May 1956

1. The Logistics Office has asked us to assist them in establishing a filing system for their completed voucher files maintained by the Supply Division.

2. The records disposition survey in the Office of Training is complete except for approval to be obtained on a portion of the records disposition schedule for the field activities.

3. The records disposition survey in the Office of Personnel is 50% complete. The records of all divisions have been inventoried and we are now in process of continuing the survey in the staff offices.

4. An inventory of the records in the Executive Registry has been completed and a control schedule is in process of preparation.

5. The Office of Scientific Intelligence has requested us to assist them in revising their records control schedule because of their reorganization.

6. Six new and revised forms were completed this week. The pending workload consists of 13 new and 24 revised forms.

25X1A9a

25X1A9a

MgtS/RMS/ pat (5/2)

25X1A9a